



County of Los Angeles
Department of Public Social Services

Bryce Yokomizo
Director

January 7, 2003

TO: Each Supervisor

Handwritten signature/initials

FROM: Bryce Yokomizo, Director

SUBJECT: ARCHIVING IMAGING MANAGEMENT SYSTEM STATUS

This is to notify you of an expired contract for services related to my Department's document imaging and archiving process. The Archiving Imaging Management System (AIMS) involves forwarding monthly participant reporting forms that indicate "no changes" to a vendor for microfilming. Hard copy forms can then be retrieved from the vendor on an as needed basis. The primary reason that we request document retrieval is for a fraud investigation.

The archiving and imaging process was implemented in October 1997. RCI Image Systems (RCI) was awarded a three-year contract to provide the services. Your Board approved a two-year extension in October 2000 prior to the end of the contract. This extension expired on November 12, 2002.

Although controls were in place to identify the need to rebid the contract, the rebid process was not handled in a timely manner. We have just received the required State approval of our Advance Planning Document and have sent the draft Invitation for Bid (IFB) out for internal clearance. The draft IFB will be sent to the Chief Administrative Office, Chief Information Office, and County Counsel for clearance by the middle of this month. Depending on how quickly we obtain the necessary clearances, we plan to submit the IFB to your Board for approval in late February or early March 2003. The IFB should be distributed to interested parties in mid-March. After selection of the recommended vendor, a proposed contract will be submitted for your Board's approval.

In the interim, there is no provision for the imaging of documents. My staff worked with the Internal Services Department to execute a Purchase Order (PO) on December 26, 2002 that enables RCI to continue retrieving documents. Although we will not be able to image new documents, we are able to continue investigations or other case management activities by accessing existing archived documents until a new contract for AIMS has been approved and a vendor is on board.

Each Supervisor
January 7, 2003
Page 2

Although we have minimized the impact of the contract expiration, this should not have happened. I have instructed my staff to implement enhanced tracking and monitoring procedures to ensure that we do not have any further service gaps.

Please let me know if you need any additional information, or your staff may contact Jim Swedlow, Chief Information Officer, at (562) 623-2100.

BY:nmc

c: Chief Administrative Officer
County Counsel
Chief Information Officer